



State of Delaware Employees' Charitable Campaign (SECC)

Online (ePledge) Guide

October 1, 2011

<http://uwd1.unitedwayepledge.org/epledge/Begin.jsp?HR=493D414A2B623F49356C7E3E&HD=5E3E283B44447450313C7E3E>



Enter the SECC United Way e-Business System by logging in with User ID ##### and Password ##### .

For assistance you may call the United Way Helpline at 302-573-3791.

User ID:

Password:

Log In

Forgot Password

Step 1. Logon with State of Delaware provided User ID and Password



User Registration

*Main e-Mail	<input type="text"/>				
*Name	Prefix:	*First:	Middle:	*Last:	Suffix:
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Items marked with an asterisk () are required

Verification code



Enter code

Please only click the REGISTER button once. It may take a moment for the system to create an account for you.

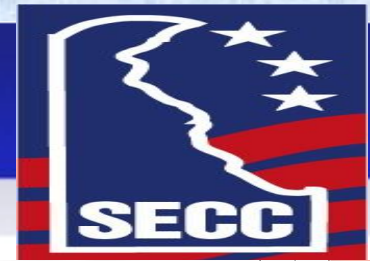
Register

Clear Form

Log Off

For assistance please call the E-Business helpline at 302-573-3791.
Powered by Andar/360 Fundraising Software from Helix (e11.03.01)





User Registration

User not registered because error(s) were found...
First Name must be specified.
Last Name must be specified.
Budget Code must be specified.
Employee ID must be specified.

Verification code is required.

*Main e-Mail	<input type="text" value="dougpb1@yahoo.com"/>				
*Name	Prefix:	*First:	Middle:	*Last:	Suffix:
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Main Address	Address Line 1: <input type="text"/>				
	Address Line 2: <input type="text"/>				
	Address Line 3: <input type="text"/>				
	Address Line 4: <input type="text"/>				
	City:	State:	ZIP/Postal Code:		
	<input type="text"/>	Alabama	<input type="text"/>		
	Country: <input type="text" value="United States"/>				

Profile Confirmation Email

From: webmaster@uwde.org [mailto:webmaster@uwde.org]
Sent: Tuesday, August 31, 2010 1:01 PM
To: SMITH SALLY (PHRST)
Subject: Online Registration

Dear Sally,

Thank you for registering with United Way of Delaware's E-Pledge system. For your records, your login information appears below.

User ID = 3996717SMITH
Password = 000001

If you have any questions or problems with this information, please call the United Way E-Business Helpline at (302) 573-3791.

Thanks and have a great day!

Step 2. Check your email account for an email confirmation. Use the **NEW** User ID and Password to enter the ePledge website.

Note:

One of two things will happen. If the system can match the email address with an existing user (e.g.: Individuals who participated in the 2010 pilot), it will email the corresponding User ID and Password for that person to log in. There will be an on-screen message saying as much. But if the system does not find a match, it will bring up the rest of the registration form. Once the form is completed and submitted, it will move directly into the pledge form process (Step 4).

For new users, there is no need to wait for an email.

Welcome Sally Smith,

Please verify and correct your personal information - especially your **DEPARTMENT** - to receive proper credit for your pledge. If you need to make a change, click the **SAVE** button at the bottom of the page. To make your pledge, please click on the **PLEDGE NOW** button on the menu above.

*Name:

Prefix: *First: Middle: *Last: Suffix:

Sally Smith

Main e-Mail: sally.smith@state.de.us

*Main Address

*Address Line 1:

1 Loockerman Street

Address Line 2:

*City:

Dover

*State:

Delaware

*ZIP/Postal Code:

19904

*Country:

United States

Home Phone

Area:

302

Number:

5551234

Ext.:

0

Employer:

State Employees Charitable Campaign

First Federal Plaza

Ste 315, 704 King Street

Wilmington, DE., 19801

Employee ID:

000001

*Dept:

Office of Management and Budget

User ID:

3996741SMITH

Password:

Items marked with an asterisk () are required

Step 3. After logging into the ePledge website, complete the Profile entry and click the 'Save Profile' button at bottom of the screen.

Save Profile

Cancel

Pledge in Six Easy Steps:

1 Select Pledge Type

2 Enter Pledge Amount

3 Allocation

4 Preference

5 Verification

6 Finish

Choose one of the following Pledge Types.

- **Payroll Deduction** - Your pledge is paid over the course of a year through biweekly payroll deductions
- **Electronic Check / Credit Card** - choose these options to pay with a single immediate transaction

☒ Payroll Deduction

☐ Electronic Check

☐ Credit Card

☐ Sorry, I don't wish to give this year

Cancel

Next

Step 4. Pick a Pledge type. For this example, 'Payroll Deduction' was chosen. Click 'Next'

Pledge in Six Easy Steps:

1 Select Pledge Type

2 Enter Pledge Amount

3 Allocation

4 Preference

5 Verification

6 Finish

Deduction Per Pay:

Pay Periods Per Year:

Total Annual Pledge:

[Back](#)[Cancel](#)[Next](#)

Step 5. Enter the amount of money to be deducted from your paycheck. The total will be calculated after entering the 'Deduction Per Pay.' Click 'Next'

Pledge in Six Easy Steps:

1 Select Pledge Type

2 Enter Pledge Amount

3 Allocation

4 Preference

5 Verification

6 Finish

Total Pledge \$130.00

Total Designated \$0.00

Total Undesignated \$130.00

Click here to designate to specific agencies:

Agency Search

Back

Cancel

Next

Step 6. Click the 'Agency Search' button if you wish to allocate funds to a specific agency. A new screen, similar to the box on the right, will display. Click Search to view a list of agencies.

To designate to a specific agency or United Way, do a keyword, agency code, city, or state search below. If the agency you are searching for has a leading 0 in its agency code, leave that off when you perform a search. If you are unable to find the agency you are looking for, try changing your search criteria or use the write-in option.

Agency Name	<input type="text"/>
Agency Account Number	<input type="text"/>
City	<input type="text"/>
State	<input type="text" value="*Any"/>
Zip Code	<input type="text"/>

☐ Search for partner agencies only **PA**

Search

DIRECTIONS: Place the annual amount you wish to give to your desired agency in the Designation Amount column and then click **ADD**. You will then be taken to the Agency Search page where you may search for another agency or proceed with the pledge process.

PA denotes "Partner Agency"

Agencies 1-20 of 87

	Name		Designation Amount
PA	A Door of Hope		<input type="text" value="\$2.00"/>
PA	AIDS Delaware		<input type="text" value="\$3.00"/>
PA	Alzheimer's Association - DE Delaware Valley Chapter		<input type="text" value="0"/>
PA	American Cancer Society - DE Delaware Division		<input type="text"/>
PA	American Diabetes Association - DE Affiliate Inc.		<input type="text"/>
PA	American Heart Association - DE Delaware/PA Affiliate Inc		<input type="text"/>

Next

Add

Cancel

Step 7. Enter donation amount for agency (s). Donation is an ANNUAL amount, not monthly. Click 'Add.'

Pledge in Six Easy Steps:

1

Select Pledge Type

2

Enter Pledge Amount

3

Allocation

4

Preference

5

Verification

6

Finish

Please check your information below.

*Main e-Mail:

Main Address

Address Line 1:

Items marked with an asterisk () are required

- ☐ I wish to be acknowledged for my gift
- ☒ I want the system to automatically E-Mail my confirmation receipt to me. I understand that I will not receive a paper copy in the mail.
- ☐ I wish to release my name to the agencies to which I designated funds.
- ☐ I wish to release my address to the agencies to which I designated funds.

Step 8. Chose a Confirmation method.

[Back](#)[Cancel](#)[Next](#)

Pledge in Six Easy Steps:

1 Select Pledge Type

2 Enter Pledge Amount

3 Allocation

4 Preference

5 **Verification**

6 Finish

Please review your pledge and confirm it below:

Please carefully review your contribution information displayed on this screen. If you need to change any of the information, you may do so by clicking on the BACK button. If the information is correct, click the CONFIRM button to send your contribution to the United Way.

Pledge Type:	Payroll Deduction
Number of Pay Periods:	26
Amount Per Deduction:	\$5.00
Total Current Pledge:	\$130.00

Designated to	Amount
AIDS Delaware	\$3.00
A Door of Hope	\$2.00
Total Designated	\$5.00
Total Undesignated	\$125.00

☒ I want the system to automatically E-Mail my confirmation receipt to me. I understand that I will not receive a paper copy in the mail.

Confirmation page may take a few moments to display. Please click Confirm only once. Thank you.

Confirm

Your pledge will be recorded... Thank you!

Back

Go back and change pledge information

Cancel

Exit e-Pledge (no pledge will be recorded)

Step 9. Review Confirmation and click 'Confirm' if correct.

2010 Details

Donor/Campaign	Company	Pledge	Payment
SECC Campaign - Processing	State Employees Charitable Campaign	\$130.00	\$0.00
TOTAL FOR 2010		\$130.00	\$0.00

Recent Transactions

Date	Pledge Type	Pledge	Payment	
09/01/2010	Payroll Deduction	\$130.00	\$0.00	

[Back](#)

A statement of your account history will be displayed

Pledge in Six Easy Steps:

1 **Select Pledge Type**

2 Enter Pledge Amount

3 Allocation

4 Preference

5 Verification

6 Finish

Choose one of the following Pledge Types.

- **Payroll Deduction** - Your pledge is paid over the course of a year through biweekly payroll deductions
- **Electronic Check / Credit Card** - choose these options to pay with a single immediate transaction

☐ Payroll Deduction

☒ Electronic Check

☐ Credit Card

☐ Sorry, I don't wish to give this year

[Profile](#)[Pledge Now](#)[Account History](#)[Signoff](#)

Pledge in Six Easy Steps:

[1 Select Pledge Type](#)[2 Enter Pledge Amount](#)[3 Allocation](#)[4 Preference](#)[5 Verification](#)[6 Finish](#)

Please enter your ABA/Routing Number and Bank Account Number as they appear on the bottom of your checks. Please note, your account will be debited within 7 business days.



**Routing
Number**

**Account
Number**

Please also enter the name of the bank where the account is located and indicate whether it is a checking or savings account.

Pledge Amount:

Bank Account Number:

Bank Routing Number:

Name of Bank:

Bank Account Type:

[Back](#)[Cancel](#)[Next](#)

[Profile](#)[Pledge Now](#)[Account History](#)[Signoff](#)

Pledge in Six Easy Steps:

[1 Select Pledge Type](#)[2 Enter Pledge Amount](#)[3 Allocation](#)[4 Preference](#)[5 Verification](#)[6 Finish](#)

Total Pledge \$5.00

Total Designated \$0.00

Total Undesignated \$5.00

United Way's Campaign Goal is to direct 50% of total giving to the Community Impact Fund.

[Click here to designate to specific agencies:](#)

Agency Search

[Back](#)[Cancel](#)[Next](#)

Pledge in Six Easy Steps:

1 Select Pledge Type

2 Enter Pledge Amount

3 Allocation

4 Preference

5 **Verification**

6 Finish

Please review your pledge and confirm it below:

Please carefully review your contribution information displayed on this screen. If you need to change any of the information, you may do so by clicking on the **BACK** button. If the information is correct, click the **CONFIRM** button to send your contribution to the United Way.

Pledge Type:	Electronic Check
Payment Type:	ACH
Bank Account Number:	***2123
Bank Transit ABA Number:	125756
Bank Account Name:	Bank of Delaware
Bank Account Type:	Checking
Total Current Pledge:	\$5.00

☒ I want the system to automatically E-Mail my confirmation receipt to me. I understand that I will not receive a paper copy in the mail.

Confirmation page may take a few moments to display. Please click Confirm only once. Thank you.

Confirm

Your pledge will be recorded... Thank you!

Back

Go back and change pledge information

Cancel

Exit e-Pledge (no pledge will be recorded)

Pledge in Six Easy Steps:

1 **Select Pledge Type**

2 Enter Pledge Amount

3 Allocation

4 Preference

5 Verification

6 Finish

Choose one of the following Pledge Types.

- **Payroll Deduction** - Your pledge is paid over the course of a year through biweekly payroll deductions
- **Electronic Check / Credit Card** - choose these options to pay with a single immediate transaction

☐ Payroll Deduction

☐ Electronic Check

☒ Credit Card

☐ Sorry, I don't wish to give this year

Cancel

Next

[Profile](#)[Pledge Now](#)[Account History](#)[Signoff](#)

Pledge in Six Easy Steps:

[1 Select Pledge Type](#)[2 Enter Pledge Amount](#)[3 Allocation](#)[4 Preference](#)[5 Verification](#)[6 Finish](#)

Credit Cards are billed immediately upon confirming your pledge.

Pledge Amount:

Card Type: ☐ American Express

☐ Discover Card

☐ MasterCard

☒ Visa

Card Number:

Expiry Date:

Name on card:

[Back](#)[Cancel](#)[Next](#)

- Refer back to slides 7 – 10 to designate funds to an Agency and receive preference confirmation



Pledge in Six Easy Steps:

1 **Select Pledge Type**

2 Enter Pledge Amount

3 Allocation

4 Preference

5 Verification

6 Finish

Choose one of the following Pledge Types.

- **Payroll Deduction - Your pledge is paid over the course of a year through biweekly payroll deductions**
- **Electronic Check / Credit Card - choose these options to pay with a single immediate transaction**

☐ Payroll Deduction

☐ Electronic Check

☐ Credit Card

☒ Sorry, I don't wish to give this year

Cancel

Next

Pledge in Six Easy Steps:

1 Select Pledge Type

2 Enter Pledge Amount

3 Allocation

4 Preference

5 Verification

6 Finish

I do not wish to give at this time.

*Main e-Mail:

Your preference to not pledge this year will be recorded.

Confirm

Back

Cancel

[Profile](#)[Pledge Now](#)[Account History](#)[Signoff](#)

Pledge in Six Easy Steps:

1 Select Pledge Type

2 Enter Pledge Amount

3 Allocation

4 Preference

5 Verification

6 **Finish**

Reference Number: 61435-1209422

Pledge Type: No Gift

[Log Off](#)[Print](#)

E-Pledge Email Confirmation

From: webmaster@uwde.org [mailto:webmaster@uwde.org]
Sent: Tuesday, August 31, 2010 1:47 PM
To: Smith Sally (PHRST)
Subject: E-Pledge Confirmation

Reference Number = 61435-1209422
Pledge Type = No Gift



Thank you for using the United Way E-Pledge System. If you clicked on the CONFIRM button at the end of the pledge process, you will receive an email confirmation shortly. If you have any questions, or if you don't receive an email within 24 hours, please call the E-Business helpline at 302-573-3791.

ePledge Help Desk

(302) 573-3791

8:30 a.m. – 4:30 p.m.
Monday through Friday

If you leave a voice message,
you will receive a call
on the next business day.